

Establishment – General Administration Department Utilization of Services of (2) Jr. Stenos, (1) Telephone Operator, (1) Record Assistant sponsored by M/s Rajan Travels and Security Services, Hyderabad in GAD on contract basis in General Administration Department for the period from 22-12-2011 to 21-01-2012 – Sanction of expenditure of Rs.43.369/- Orders – Issued.

GENERAL ADMINISTRATION (OP.IV) DEPARTMENT

Dated:28.01.2012  
Read the following :-

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In pursuance of the orders issued in the references 1<sup>st</sup> to 2<sup>nd</sup> read above, the services of (2) Jr.Steno, (1) Telephone Operator, (1) Record Assistant sponsored by M/s Rajan Travels & Security Services, Hyderabad have been utilized in General Administration Department , for a period from 22-12-2011 to 21-01-2012. The Agency has submitted the bills for an amount of Rs.43,369/- for the said period and requested to sanction the same.

2. Sanction is hereby accorded for payment of Rs. 43,369/- (Rupees Forty Three Thousand and Three Hundred and Sixty Nine only ) i.e Remuneration Rs.32,900/-, EPF @ 13.61%. Rs. 3,540/-, ESI @ 4.75% Rs. 1,563 , Service Charges @ 4% Rs. 1,316 and Rs. 4,050 Service Tax @ 10.30% on the total bill of Rs. 39,319/- to M/s Rajan Travels and Security Services , Hyderabad, towards remuneration for the services of (2) Jr. Stenos, (1) Telephone Operator, (1) Record Assistant, whose services are being utilized in GAD for the period from 22-12-2011 to 21-01-2012.
3. The General Administration (Claims. C ) Department shall draw and disburse the amount as sanctioned in para ( 2 ) above, to M/s Rajan Travels & Security Services, Hyderabad to their Account No.62038332635, S.B.H., Secretariat, Hyderabad.
4. The expenditure shall be debited to the Head of Account under “2052 – Secretariat General Services–MH090–Secretariat-SH(04)General Administration Department – 300 – Contractual services”
5. This order does not require the concurrence of Finance Department as per the rules in vogue.
6. The G.O. is available on Internet and can be accessed at the address <http://www.ap.gov.in>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

R.SESHARAM SINGH  
JOINT SECRETARY TO GOVERNEMENT(GENERAL)

To  
The General Administration(Claims. C) Department (w.e)  
The M/s Rajan Travels and Security Services,Hyderabad  
The Deputy Pay & Accounts Officer,  
Secretariat Branch, Hyderabad  
Sf/Sc

//FORWARDED::BY ORDER//

SECTION OFFICER